

**Application for Use of School Facilities**  
 (Please submit application at least three weeks in advance of the event)

**Name of Non-Profit Group/Organization** \_\_\_\_\_ **Date of Request** \_\_\_\_\_

**Description of Event/Activity** \_\_\_\_\_  
 \_\_\_\_\_

**Name of Contact Person Making Request** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_ **E-mail** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Facility Requested** \_\_\_\_\_

**Date(s) Requested** \_\_\_\_\_ **Time Requested** \_\_\_\_\_ to \_\_\_\_\_ **AM/PM (circle)**

**Day(s) of the Week** M TU W TH F Sat (circle appropriate day) **Number of Participants** \_\_\_\_\_

**Special equipment needed** \_\_\_\_\_

**Please check one:**  
 No admission fee will be charged OR  Admission charge will be \$\_\_\_\_\_ and proceeds used for \_\_\_\_\_

**Fees for use of the facilities are estimated at:**  None OR \_\_\_\_\_

**To receive approval for your request to use school facilities, you must attach evidence of your insurance for this activity when appropriate. You also must return this legally binding release form, signed, with your request to use the school's facilities.**

We, the undersigned, as representative for the user agree to hold harmless the South Jefferson Central School District as described on the attached "Application for Use of School Facilities". We also do hereby waive, release, and forever discharge any and all claims for damages, loss, or injury to person or property arising from my utilization of the facilities of the South Jefferson Central School District. I understand that my signature releases the school district, its officers, employees, and agents from any such claims.

\_\_\_\_\_  
 Signature Name (Print) Date

<b>The above request is:</b>	<b>Insurance certificate attached Y / N</b>
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	_____
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<b>Principal</b> _____ <b>Date</b>
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<b>Athletic Director</b> _____ <b>Date</b>
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<b>Supervisor of Building &amp; Grounds</b> _____ <b>Date</b>
<input type="checkbox"/> CC: Mr. Chris Dryja	<b>Superintendent of Schools</b> _____ <b>Date</b>
<input type="checkbox"/> CC: Pool Coordinator	

**South Jefferson Central School District**  
**P.O. Box 10, Adams, NY 13605**

**Facilities Use Rules and Guidelines**

1. All organizations applying to use South Jefferson Central School District facilities must follow the rules and regulations set forth in Board of Education policy.
2. All organizations applying to use South Jefferson Central School District facilities are subject to the Code of Conduct.
3. All organizations must provide a valid certificate of insurance when appropriate.
4. Meetings, entertainments, and activities are permitted, even if admission fees are charged, when the proceeds are used for educational or not-for-profit purposes. Admission fees are not permitted for private commercial ventures.
5. Organizations and individuals who wish to use school facilities must prohibit the possession, sale, use, or distribution of tobacco, alcohol, controlled substances, and weapons on school property. All posted school rules must be adhered to without exception.
6. In case of an emergency, including fire alarms, organizations and individuals must follow evacuation procedures. In the event of inclement weather, please contact the building office or listen to local TV stations for school closing information.